**Suspension Report (DOE-SU)**                                    **Version 09.23.04**

The purpose of this data collection is to gather data on those students that were suspended as a form of disciplinary action.

## Instructions

List each suspension (incidents) that took place either in-school or out-of-school <u>during the fall of 2003, spring of 2004, and summer of 2004.</u>  If a student was suspended more than once in a school year then list each suspension separately.  The file may be any of the formats contained in this document and must contain all the fields in the order described.

A **trial submission period** will be available September 5, 2004 through September 10, 2004.  This optional period will provide the opportunity to verify transmission and validity of the data file **prior to** the actual collection cycle.  All data submitted during this optional period will be **deleted** at the end of the day on September 10, 2004.

The required collection period will begin on **September 13, 2004** and last until **September 30, 2004**, which is the **final** date for submission.  During this time you are required to submit the file to the Department of Education using the secured Application Center, review the processing results of the file for errors, and review the reports in the Message Center for accuracy.  Reports are provided for you in the Message Center under Reports and should be printed and reviewed by the responsible person(s).   If there are any errors or inaccuracies you may correct your data file and transmit the file again until the end of the day on September 30, 2004.  Alternately, you will have the option to manually enter the student information one record at a time, using a form in the Application Center.

## Suspension (SU) Report Data Layout

| Field Order | Fieldname Description | Length | Data Field Specification and Requirements | Notes |
|---|---|---|---|---|
| 1 | School Number | 4 | State Assigned School ID<br><br>**Required Field:** Yes | School building number from where the student was suspended |
| 2 | Student Test Number (STN) | 9 | Official Student Test Number (STN) assigned to student<br><br>**Required Field:** Yes | |
| 3 | Grade Level | 2 | Allowable Codes are:<br><br>PK = Pre-Kindergarten<br>KG = Kindergarten<br>01 = Grade 1<br>02 = Grade 2<br>03 = Grade 3<br>04 = Grade 4<br>05 = Grade 5<br>06 = Grade 6<br>07 = Grade 7<br>08 = Grade 8<br>09 = Grade 9<br>10 = Grade 10<br>11 = Grade 11<br>12 = Grade 12<br>13 = Grade 12+/Adult<br><br>**Required Field:** Yes | Grade 13: Students who return for further education after their intended graduation year |
| 4 | Date of Incident | 8 or 10 | Date the incident occurred that resulted in the suspension.<br><br>**Allowable Date Formats Are:**<br><br>MMDDYYYY and MM/DD/YYYY<br>Where:    MM = Month (01 – 12)<br>DD = Day (01 – 31)<br>YYYY = Year (2003 – 2004)<br><br>**Required Field:** Yes | Dates will be checked to ensure they are valid calendar dates. |

| Field Order | Fieldname Description | Length | Data Field Specification and Requirements | Notes |
|---|---|---|---|---|
| 5 | Type of Suspension | 1 | Was this an In-School or Out-of-school suspension?<br><br>**Allowable Codes are:**<br><br>1 = In-School<br>2 = Out of School<br><br>**Required Field:** Yes | |
| 6 | Beginning Suspension Date | 8 or 10 | First day of suspension.<br><br>**Allowable Date Formats Are:**<br><br>MMDDYYYY and MM/DD/YYYY<br>Where:    MM = Month (01 – 12)<br>DD = Day (01 – 31)<br>YYYY = Year (2003 – 2004)<br><br>**Required Field:** Yes | Dates will be checked to ensure they are valid calendar dates. |
| 7 | Ending Suspension Date | 8 or 10 | Last day of suspension.<br><br>**Allowable Date Formats Are:**<br><br>MMDDYYYY and MM/DD/YYYY<br>Where:    MM = Month (01 – 12)<br>DD = Day (01 – 31)<br>YYYY = Year (2003 – 2004)<br><br>**Required Field:** Yes | Dates will be checked to ensure they are valid calendar dates. |
| 8 | Length of Suspension (# Of Days) | 4 | Total number of instructional days suspended during beginning date/ending date period.<br><br>**Allowable Numeric Formats Are:**<br><br>NN.D<br>Where: NN = Whole Number (1 – 10)<br>          D = Decimal Number (0-5)<br><br>**Required Field:** Yes | Maximum allowable days of suspension are 10 days per incident.<br><br>Examples:<br>0.5<br>10<br>5.0<br>2.5<br>10.0<br><br>Half or Whole Days required |
| 9 | Reason for Suspension | 2 | **Allowable Codes are:**<br><br>01 = Alcohol<br>02 = Drugs<br>03 = Deadly Weapons (other than firearms)<br>04 = Handguns<br>05 = Rifles or Shotguns<br>06 = Other Firearms<br>07 = Tobacco<br>08 = Disruptive Behavior<br>09 = Legal Settlement – I.C. 20-8.1-5.1.11<br>10 = Other<br>11 = Fighting – incident does not rise to the level of Battery<br><br>12 = Battery – student knowingly or intentionally touches another person in a rude, insolent, or angry manner causing or intent to cause bodily injury I.C.35-42-2-1<br><br>13 = Intimidation – communicating a threat with the intent that the other person engage in conduct against their will or be placed in fear of retaliation. I.C.35-45-2-1 | **Items coded as 06 = Other Firearms include:**<br>• Any weapon (including a starter gun, taser, unloaded gun) which will, or is, designed to, or may readily be converted to expel a projectile by the action of an explosive<br>• The frame or receiver of any weapon described above<br>• Any firearm muffler or firearm silencer<br>• Any destructive device, which includes:<br>• Any explosive, incendiary, or poison gas<br>• Bomb, bottle bomb, pipe bomb, Molotov cocktail, etc.<br>• Grenade, M-120, M-80, pycadex (black powder), etc.<br>• Rocket having a propellant charge of more than four ounces<br>• Missile having an explosive or incendiary charge of more than one-quarter ounce<br>• Mine, or similar device<br>• Any weapon which will, or which may be readily converted to expel a |

| Field Order | Fieldname Description | Length | Data Field Specification and Requirements | Notes |
|---|---|---|---|---|
| | | | 14 = Verbal aggression or profanity<br>15 = Defiance<br><br>**Required Field:** Yes | projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter<br>• Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled<br><br>Expulsion codes used for consistency with the DOE-EX.<br><br>See Reference section for more detailed information. |
| 10 | **Special Education Participant** | 1 | Does the student have an individualized education plan (IEP)?<br><br>**Allowable Codes are:**<br><br>Y = Yes<br>N = No<br><br>Required field: Yes | Is this student officially considered to be participating in a Special Education Program? |
| 11 | **Independent Hearing Officer** | 1 | Did an Independent hearing officer order interim alternate education of the special education participant?<br><br>**Allowable Codes are:**<br><br>Y = Yes<br>N = No<br>Blank or not applicable<br><br>Required field: Yes, if field 10 = Y | The hearing officer referred to is NOT the local suspension examiner. |
| 12 | **Incident Number** | 9 | What <u>incident</u> that led to the suspension was this student involved in?<br><br>**Allowable Numeric Formats Are:**<br><br>Whole Number<br><br>Required Field: Yes | See Scenario #2, Scenario #3<br><br>Assign a number to each incident that occurred in the school from 1 to 9999. For a group incident, the same incident number would be reported on each student involved. This number must be unique to the <u>incident and the school</u>. |

## Important Note

A student may be on <u>both</u> the suspension and expulsion (DOE-EX) reports. A student can be suspended while waiting on the hearing to determine expulsion.

<u>Suspension examiner</u> refers to any principal, counselor, teacher, administrator, director, etc. who has the authority to suspend a student for reasons noted in field 9.

## References:

Indiana Code Requirements:
Students with firearms on school property require that the student be expelled.
      IC 20-8.1-5.1-10  Possession of firearms, deadly weapons, or destructive devices
      IC 35-41-1-8      Deadly weapon
      IC 35-47.5-2-4    Destructive device
      20 U.S.C. 1415    Students with disabilities who possess a firearm on school property.

**Common Scenarios:**

Scenario #1: Removed 9/17/04

### Scenario #2: Incident Number
Scenario: The incident the student was suspended for was a group incident involving more than 2 students.

Reporting Result: The incident number is assigned number 1 and reported on each student suspended. If 5 students were suspended five (5) records are submitted with the incident number of 1.

### Scenario #3: Incident Number
Scenario: The incident the student was suspended for was a conflict involving only 2 students. This is the second incident for this school.

Reporting Result: An incident number of 2 is assigned and reported on both students involved.

## Example Data Files

The following section contains example data files in the allowed comma delimited, positional, and XML formats.

### Comma Delimited

```
0001,000102001,04,02/06/2004,1,02/08/2004,02/13/2004,5.0,1,Y,Y,1
0001,000102999,08,12/09/2003,1,12/09/2003,12/12/2003,3.0,2,N,,2
0001,000102999,08,02/09/2004,2,02/09/2004,02/13/2004,4.0,2,N,,2
0002,000202001,10,11/11/2003,1,11/11/2003,11/14/2003,3.0,1,N,,3
0002,000202999,12,06/05/2004,2,06/07/2004,06/11/2004,5.0,3,N,,4
```

### Positional (length of 8 on all dates)

```
          10        20        30        40        50        60
....|....|....|....|....|....|....|....|....|....|....|....|....
000100010200104020620041020820040213200 5.01YY    1
000100010299908120920031120920031212003 3.02N     2
000100010299908020920042020910040213200 4.02N     2
000200020200110111120031111120031114200 3.01N     3
000200020299912060520042060720040611200 5.03N     4
```

### E(x)tensible Markup Language (XML)

```
<XIF_SUData>
    <Corporation Id="8800">
        <School Id="0001">
            <Student STN="000102001">
                <Demographics SpecialEducation="Y" />
                <SchoolUse GradeLevel="04" />
                <Suspension>
                    <Incident IncidentDate="02/06/2004" Type="1" BeginDate="02/08/2004" EndDate="02/13/2004"
                    DaysSuspended="5.0" Reason="3" IHO="Y" IncidentINumber="1"/>
                </Suspension>
            </Student>
            <Student STN="000102999">
                 <Demographics SpecialEducation="N" />"
                <SchoolUse GradeLevel="08" />
                <Suspension>
                    <Incident IncidentDate="12/09/2003" Type="1" BeginDate="12/09/2003" EndDate="12/12/2003"
                    DaysSuspended="3.0" Reason="5" IHO="N" IncidentNumber="2" />
                    <Incident IncidentDate="02/09/2004" Type="2" BeginDate="02/09/2004" EndDate="02/13/2004"
                    DaysSuspended="4.0" Reason="5" IncidentNumber="2" />
                </Suspension>
```

```
                </Student>
            </School>
            <School Id="0002">
                <Student STN="000202001">
                    <SchoolUse GradeLevel="10" />
                    <Demographics SpecialEducation="N" />
                    <Suspension>
                        <Incident IncidentDate="11/11/2003" Type="2" BeginDate="11/11/2003" EndDate="11/14/2003"
                        DaysSuspended="3.0" Reason="3" IncidentNumber="3"  />
                    </Suspension>
                </Student>
                <Student STN="000202999">
                    <SchoolUse GradeLevel="12" />
                    <Demographics SpecialEducation="N"/>
                    <Suspension>
                        <Incident IncidentDate="06/05/2004" Type="2" BeginDate="06/07/2004" EndDate="06/11/2004"
                        DaysSuspended="5.0" Reason="2" IncidentNumber="4" />
                    </Suspension>
                </Student>
            </School>
        </Corporation>
</XIF_SUData>
```

## Change History

The following section contains a history of changes made to the Suspension (DOE-SU) Data Layout.
Prior Version 09.17.04 IncidentIdentifier removed from XML layout.
Prior Version 08.16.04 clarifies Independent Hearing officer
Prior Version 08.06.04 added 0.5 as example in field #8 length of suspension.
Prior Version 08.11.04 increase in field size on field #8.
Prior Version 08.05.04 replaces data entry form.
The prior version was a data entry form.

| Field Order | Fieldname Description | Previous Field Order Location | Notes |
|---|---|---|---|
| 1 | School Number | 1 | No change |
| 2 | Student Test Number (STN) | 2 | No change |
| 3 | Grade Level | 3 | Ungraded has been removed, special education students should be reported in age appropriate grade level |
| 4 | Date of Incident | 4 | No change |
| 5 | Type of Suspension | 5 | Fieldname changed from Location of Incident |
| 6 | Beginning Suspension Date | 6 | No change |
| 7 | Ending Suspension Date | 7 | No change |
| 8 | Length of Suspension (# Of Days) | 8 | Increase field size from 2 to 4 to include decimal for ½ days. |
| 9 | Reason for Suspension | 9 | Fieldname changed from Offense Type |
| 10 | Special Education Participant | 10 | New field |
| 11 | Independent Hearing Officer | 11 | New Field |
| 12 | Incident Number | 12 | New Field |